

CHANGEABLE MESSAGE SIGNS RFP

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide [6] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by [12:00 pm on March 4, 2005]. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked by February 25, 2005. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

CHANGEABLE MESSAGE SIGNS RFP

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit [F] of the Vendor Selection Guidelines (October 2004) for [\$100,000 to \$500,000].

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

CHANGEABLE MESSAGE SIGNS RFP

PROJECT LOCATION: Metro Region

CONTROL SECTION, JOB NUMBER: { 84917-59195A }

DESCRIPTION OF WORK: Changeable Message Sign

I Primary Prequalification Classification:

Traffic Operations Study

II Secondary Prequalification Classification:

[Either the prime or the sub must meet these requirements.]

The anticipated start date of the service is May 1, 2005.

The anticipated completion date for the service is December 31, 2005.

DBE Requirement: [0%].

MDOT Project Manager:

Michele Mueller
Metro Region Office
18101 W. Nine Mile Road
Southfield, MI 48.75
248-483-5133

CHANGEABLE MESSAGE SIGNS RFP

TABLE OF CONTENTS

PART I – GENERAL INFORMATION FOR BIDDERS

I-A	PURPOSE.....	5
I-B	PROJECT ADMINISTRATOR.....	5
I-C	RFP QUESTIONS	5
I-D	PROPOSALS.....	5
I-E	ORAL PRESENTATIONS	6
I-F	SELECTION CRITERIA	6
II-A	BACKGROUND	6
II-B	IDENTIFY EXISTING CONDITIONS.....	6
II-C	SURVEY OF SIMILAR EXPERIENCES.....	7
II-D	TECHNOLOGY UPDATES.....	7
II-E	VENDOR DEMONSTRATION	8
II-F	SPECIAL PROVISION.....	8
II-G	RECOMMENDATIONS.....	9
II-H	FINAL REPORT	9
III-A	PROPOSAL SUBMITTAL.....	9

CHANGEABLE MESSAGE SIGNS RFP

PART I - GENERAL INFORMATION FOR BIDDERS

I-A PURPOSE

Collect appropriate data and research information for 70 existing Changeable Message Signs (CMS) in the Metropolitan Detroit area. This information will be used to develop a needs-based purchase and replacement strategy for 10 CMS locations identified as most in need. Additionally, this needs-based approach will provide appropriate rationale for future purchases and replacements of the remaining approximately 60 CMS in the field.

I-B PROJECT ADMINISTRATOR

The Project Administrator for this project is:

Michele R. Mueller
Michigan Department of Transportation
Metro Region
18101 West Nine Mile Road
Southfield, MI 48075
Email: muellerm2@michigan.gov
Tel: (248) 483-5133
Fax: (248) 569-3103

I-C RFP QUESTIONS

Questions from firms concerning the RFP are to be submitted, in writing, and must arrive in the office of the MDOT Project Administrator (see paragraph I-D) no later than noon on **February 11, 2005**.

MDOT will not respond to telephone inquiries or visitation by bidders or their representatives. All questions are to be put in writing and must be submitted by the United States Postal Service or other commercial delivery service, or electronically and sent as an attachment in MS Word 2002 or Rich Text Format (RTF). Answers to questions will be prepared as an addendum to the RFP and be made available on the MDOT BBS. The final addendum officially revises and supercedes the original requirements, specifications, terms, and conditions of the RFP.

I-D PROPOSALS

To be considered, each proposer must submit a complete response to this RFP, using the format provided in the Vendor Guidelines. No other distribution of proposals is to be made by the proposer. The proposal must be signed in ink by an official authorized to bind the proposer to its provisions. The proposal itself must include a statement as to the period during which the proposal itself remains valid. This period must be at least thirty (30) days from the due date for proposals to this RFP (see paragraph III-A).

All responses to this RFP become the property of the State and will not be returned to the proposer.

CHANGEABLE MESSAGE SIGNS RFP

I-E ORAL PRESENTATIONS

Responders who submit proposals may be required to make oral presentations of their proposals to MDOT. These presentations provide an opportunity for the bidders to clarify the proposals through mutual understanding. MDOT will schedule these presentations, if required.

I-F SELECTION CRITERIA

This contract requires that the lead project manager of the proposing Vendor is licensed as a professional engineer. The Vendor must meet Michigan law requirements (article 20) for Vendors wishing to perform professional engineering services in Michigan (2/3rd of principles must have Michigan professional engineering licensing).

For each person identified in the proposal as key personnel, it shall identify approximately what percentage of his or her time will be devoted to this project for the duration of this project.

PART II - WORK STATEMENT

II-A BACKGROUND

The Michigan Department of Transportation (MDOT) has operational responsibility for approximately 70 changeable message signs in the Metro Region with plans for future deployments both within the region and statewide. The existing signs are at a point where the Department needs to begin rating their condition and functionality. Technology changes have made most outdated, not versatile and costly to operate and maintain. The purpose of this study looks at current system characteristics of each CMS and prioritizes them based on need of replacement. To further the study and effectively implement the replacement strategy, MDOT needs to be aware of what technologies are available and how they operate. The final task will be to draft special provisions that can be utilized throughout the Michigan Department of Transportation for changeable message signs and to evaluate procurement methodologies used successfully nationwide. This will ensure that all the CMS signs are able to be purchased through a state contract and will provide uniformity throughout the Michigan Department of Transportation.

II-B IDENTIFY EXISTING CONDITIONS

MDOT is in the process of producing an entire layout (GPS coordinates) of devices, buildings etc and this information will be provided to be included in the layout. The proposer should review and document the current methods MDOT has in place for procurement of CMS's. Each metro region site should be visited and a photograph taken of the CMS. Additionally, for each CMS, the following should be documented:

- Structural Elements
 - Bridge
 - Truss
 - Free Standing
- Characteristics
 - Mount Type
 - Case Condition
 - Character Condition

CHANGEABLE MESSAGE SIGNS RFP

- Daytime
- Nighttime
- Digital Photographs

Deliverables: The proposer shall complete a spreadsheet detailing the mounting devices and condition for each. A document shall be created detailing the current procurement procedures in MDOT for CMS's.

II-C SURVEY OF SIMILAR EXPERIENCES

The proposer shall contact other agencies (a minimum of 8) and discuss with them their current CMS technologies. This discussion shall be utilized to gain information on the positives and negatives to their system and obtain additional information for changes or enhancements to Michigan Department of Transportation's. The documentation shall include basis for choosing their current system, problems with hardware, and associated costs.

- Examples: Arizona, Nevada, Utah, Maryland, Florida, etc
- Technologies Used
 - Vendor
 - Display
 - Size
 - Quality
 - Function ability
 - Features
 - Compatibility
 - Software
 - Problems
 - Condition
 - Structural Elements
 - Bridge
 - Truss
 - Free Standing
 - Procurement Strategies/Methodologies
 - Standard Specification for procurement
 - Available Documentation
 - Vendor
 - Problems
 - Replacement Parts
 - Display Quality
 - Replacement Strategies
 - Life Cycle Cost Info
 - Frequency
 - Standards Used

Deliverables: The proposer shall provide a technical memo documenting for each agency their current system in use, problems encountered, associated costs, repair costs and quality. A sortable spreadsheet with the same information shall also be developed.

II-D TECHNOLOGY UPDATES

CHANGEABLE MESSAGE SIGNS RFP

The proposer shall talk to a minimum of ten (10) CMS manufacturers in the United States that manufacture changeable message signs to obtain information on current and new technology that is available. The proposer shall obtain references from each manufacture detailing location of signs, how long in service and any extenuating circumstances for use.

Sign Technologies Available

- Display
- Size
- Quality
- Function ability
- Features
- Compatibility
- Software
- Specifications
- Standards
- Life Cycle Cost Info
- Determine if the vendors can supply CMS from an as needed stand point. Example: If MDOT were to select a vendor for five years with the agreement that a minimum of ten CMS signs would be purchased in five years would this be acceptable. If so, what would an estimated cost per CMS be if a contract was written in 2005.

Lessons Learned from other Department of Transportation's

- Pros/Cons to sign choice
- Reasons for not choosing others available

Deliverables: The proposer shall provide a spreadsheet format with each manufacture, length in service, location, and any other applicable information for the changeable message signs. A technical memo of the findings shall be provided with the spreadsheet.

II-E VENDOR DEMONSTRATION

The Department shall have the opportunity to view the companies' products and understand their functional abilities. This is needed to assess and understand which boards would meet the Departments needs and understand first hand the ease of programming, fixing, viewing the signs, sign quality and other information.

The proposer shall schedule an on site demonstration with multiple vendors at the same time and location to show the ability of their CMS boards compared to others.

- Schedule a time and location
- Coordinate the vendors and site
- Provide comparative summary of all vendors

Deliverables: Provide an on site demonstration that is convenient for those designated by the Project Manager to attend. Prepare the comparative summary of all vendors and assist in a presentation to MDOT contracts division displaying the information obtained in this study. The presentation will need to be in a format available to MDOT and an electronic copy shall be given to the Project Manager.

II-F SPECIAL PROVISION

CHANGEABLE MESSAGE SIGNS RFP

The proposer shall write special provisions to be utilized by the State of Michigan for CMS procurement for both stand alone and full procurements. One will be used for inclusion in individual request for bids and the other will be used as a stand alone for multiple locations and multiple years request for bids. The special provisions shall be submitted to the Project Engineer for review and comments. Upon that approval the Project Manager will submit the special provision to Lansing for review and approval.

- An electronic format shall be given to the Project Engineer for each part of the process. Multiple revisions and changes may be necessary.

Deliverables: A formatted hard copy and electronic copy in Microsoft word of the special provision shall be given to the project engineer.

II-G RECOMMENDATIONS

Strategy for purchase and replacement of all CMS field elements in Metro Region

- Summary Decision Matrix for all CMS in Metropolitan Detroit area.

Deliverables: Provide a written summary detailing the recommendations for purchasing and replacing changeable message signs within the metro region area.

II-H FINAL REPORT

All documents shall be in put into one binder, and ten (10) copies shall be provided.

PART III – SUBMITTAL

III-A PROPOSAL SUBMITTAL

Submit five (5) bound copies of your Proposal and one (1) unbound copy.

Sealed Bid Submission – RFP responses must be received and time-stamped by MDOT on, or before, 12:00 noon on **February 18, 2005**, in order for the proposal to be considered for award. Bidders are responsible for timely receipt of their quotation by MDOT. Following the instructions below will insure that the integrity of the process is protected:

1. Each envelope/container submitted must contain the response to only one RFP. Do not submit responses to more than one RFP in one envelope/container.
2. The proposal must be received by MDOT not later than the time and the due date indicated.
3. The proposal may be submitted as described in a. and b. below:
 - a. The proposal may be hand-delivered or sent via courier to MDOT:
Kathy Kelley
Michigan Department of Transportation
Metro Region
18101 West Nine Mile Road
Southfield, MI 48075
 - b. By United States Postal Service to:
Kathy Kelley

CHANGEABLE MESSAGE SIGNS RFP

Michigan Department of Transportation
Metro Region
18101 West Nine Mile Road
Southfield, MI 48075

VENDOR PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal